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Chief, Administration, DD/P

2 November 1953

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Chief, Finance Division

Control of Charges to Allotments - Personal Services

1. Due to a variety of factors, considerable confusion, and in some instances erroneous charges, have been reflected in payroll records because of improper or delayed advice of allotments to which expenses for personal services are to be charged.
2. In order to assure more accurate accounting for the expense for personal services, it appears desirable to formalize and adopt a uniform method of notification of allotment charges for personal services and for Finance Division to process changes in allotment codes only when such changes are in a prescribed form.
3. Specifically, it is suggested that changes in allotment codes be honored by the Finance Division only when reflected on
 - a. Personnel Action (Form 50)
 - b. Standard memorandum request for change in allotment code submitted for each payroll (individual) account to be changed. (Proposed form attached.)
4. This procedure would effect changes only with respect to allotment charges for future pay periods. Adjustment of expenses of prior pay periods would continue to be effected by memorandum addressed to Finance Division, Attention: Accounts Branch, clearly outlining the amount of expense to be transferred and the allotment codes against which the adjustments are to be effected. Changes of allotment codes and transfers of expense between allotment accounts should not be combined in one action. Also, requests for transfers of expense between allotment accounts of different divisions should reflect the concurrence of both division Budget Officers.
5. It is believed that this procedure will not only improve the accuracy of allotment charges, but will enable the Area Divisions to maintain better control over their allotments.
6. Your review and comments or concurrence in immediate adoption of this proposed procedure is requested.

Attachment

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